



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, October 01, 2012

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on Monday, October 01, 2012 in the City Hall 2nd floor conference room by Chair Arthur Butler.

Present:

Arthur Butler
Cynthia Baca
Erin House
Holly Evans
Jackalyn Rawlings
Norman Powell
Sonya Dew
Woodie Rucker-Hughes
Colene Torres
Jeremy Hammond

Excused Absence:

Bob Gordon

Unexcused Absence:

Guests:

Mark Ripley – Airport Director
Steven Espinoza – Employee Relations Officer

Public Comment Period: No comments made.

A. Approval of September 10, 2012 Minutes

Approved: Erin House
Second: Sonya Dew
Ayes: All

B. Agenda Items

1. Departmental Presentation – Mark Ripley, Airport Director

- A verbal overview of the Airport was provided to the Human Resources Board by Airport Director Mark Ripley. Presented to the Board was an organizational chart.
- Mr. Ripley informed the Board that the Airport has utilized three (3) interns over the past year.
- Director Ripley indicated that the Airport has not had any grievances in the past six (6) years.
- Chair Butler inquired as to the status of the Runway Safety Area Project. Director Ripley responded and indicated that the project is still underway, but moving slowly due to unforeseen circumstances and delays by the FAA.

2. Set Date for Personnel Grievance – Art Butler, Chairperson

- The date for the Personnel Grievance was rescheduled for October 17, 2012 in the 2nd Floor Conference Room, City Hall at 6:00 p.m.

3. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director

- Deputy Human Resources Director Jeremy Hammond indicated that there are no new policies for the Board to review at this time.

8. Human Resources Director Updates – Jeremy Hammond, Deputy Human Resources Director

- Deputy Human Resources Director Jeremy Hammond informed the Board that the Safety Officer that was previously hired to coordinate City safety is no longer employed by the City.
- Mr. Hammond informed the Board that the Human Resources Department recently hired four (4) interns to help out in Benefits, Employee and Labor Relations, Recruitment and Selection and Safety.
- Deputy Director Hammond indicated that the new applicant tracking system NeoGov went live October 1st.
- Mr. Hammond presented the Board with an EEO breakdown for employees who may leave the organization in five years as requested by Board Member Gordon at a previous meeting.
- Deputy Director Hammond provided the Board with a copy of the 3rd quarter 2012 Employee Separation Statistics for review.
- Employee Relations Officer Steven Espinoza provided a handout and review of the second quarter 2012 Labor and Employee Relations statistics.

9. Future Discussion Items – Arthur Butler, Chair

- No items identified.

Next Meeting: October 17, 2012, City Hall 2nd floor conference room at 6:00 p.m.

Adjournment: Meeting was adjourned at 4:38 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____